Department of Education
Office of Student Financial Assistance

Draft Materials

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Executive Summary

The Student Aid Front 2 Back course is the third course in a series of core curriculum courses offered by SFA University. The purpose of the course is to help SFA employees and Operating Partners gain a better understanding of the process a student goes through when applying for financial aid, the other "players" in the financial aid industry (Schools, Lenders, Guarantors) and how they interact with one another in support of the student. Additionally, SFA employees and Operating Partners will learn more about the measurements that are being used by SFA to measure and improve how well SFA supports the student financial aid process.

In the development phase of the course, the content and learning activities that were outlined and illustrated in the course storyboards were further developed into detailed instructional design documents. The resulting prototypes were included in Deliverable 31.2.3 – Instructional Design. That work was the basis for the draft materials included in this deliverable.

This deliverable is the outcome of the Front 2 Back development phase which produced the materials used in the course pilot sessions. This includes complete drafts of the Presenter Guide, Participant Guide, and course slideshow. Other course materials created for learning activities are also included in this document.

This document includes the:

- Course Presenter Guide
- Course Participant Guide
- Course Slideshow
- Course Activity Materials
- Course Music Selection Template

Each document is described in this executive summary and attached as an appendix.

Presenter Guide

The Student Aid Front 2 Back course has six segments: Opening, Financial Aid Process, The Industry Players, SFA's Service and Support of the Process, Modernization and Measurement, and the Conclusion. The Presenter Guide details each of the six segments, breaking each segment down into distinct sections. For each section, the title, purpose, speaker notes, picture of the powerpoint slide, and picture of the participant guide are all included. Each one is described below.

Title - This is the title of the section.

Purpose – This explains what the activity or section is intended to achieve.

Speaker Notes – This provides high-level points for the presenter to discuss. This can include content reminders, possible questions to ask, and points that should be drawn out from the participants.

Picture of the powerpoint slide – This shows the powerpoint slide that is currently being used in the presentation.

Picture of the participant guide – This shows the page that participants should have open in their participant guide.

The Instructor Guide materials are included as Appendix A.

Participant Guide

The participant guide was designed to help the participant follow along as course content is presented. Worksheets and other materials for activities are included in the participant guide. Space is allowed on each page to encourage participants to take notes.

The Participant Guide materials are included as Appendix B.

Course Slideshow

The course slideshow was designed to provide points and images for the presenter to refer to while making key points. Each major activity or lecture section has a slide for the presenter to reference. The slides are organized into the same general sections as the presenter guide: Opening, Financial Aid Process, The Industry Players, SFA's Service and Support of the Process, Modernization and Measurements, and the Conclusion.

The course slideshow is included as Appendix C.

Course Activity Materials

The course game materials include the following:

- Gameboard
- Learning Administrator's Guide
- Life Event Administrator's Guide
- Player Cards

Gameboard – The gameboard was designed to illustrate the major steps in the student's financial aid journey in a fun and visually appealing way.

Learning Administrator's Guide – This guide will be used to guide the players through the game. It includes questions for the players to answer as they move around the board. After the participants give their answer, the correct answers can be found in the guide.

Life Event Guide – This guide contains written descriptions of life events that happen to the players during the game.

Player Cards – The player cards serve a dual purpose in the course. First, the player cards are used to keep score while the participants play the Students Life Game. A player card is awarded for each question correctly answered. Second, the player cards are the materials needed to complete the player card activity, which follows the Student's Life Game. The player card activity involves learning about the financial aid process by placing the player cards (each of which has a player action written on it) in the correct order.

The course game materials are included as Appendix D.

Music Selection Template

A part of the SFA University brand is to have music as a part of training sessions. Because of this, a Front 2 Back music selection meeting was held. To facilitate the easy selection of music for the course, a music selection template was produced. The music selection criteria and rating process were listed on the document. The music options were recorded and the music decision was made.

The music selection template is included as Appendix E.

Appendix A: Presenter Guide

Appendix B: Participant Guide

Appendix C: Course Slideshow

Appendix D: Course Activity Materials

Appendix E: Music Selection Template